



United States Postal Service
Office of Inspector General
Attn: Human Resources
1735 N. Lynn Street, 10th Floor
Arlington, VA 22209-2020

USPSOIG VACANCY ANNOUNCEMENT #03-05

Grade: Band I FLSA: Exempt/Non-Exempt
Salary: \$23,442 - \$66,961 Per Annum
(Locality Pay is Authorized)
Position: Several in Various Locations
(See Below)*

Relocation Expenses Will Not Be Paid
Open: 02/05/2003 Close: Open Until Filled

Evaluator

The United States Postal Service Office of Inspector General is seeking highly qualified applicants to fill our Evaluator positions located in various locations. Duties consist of performing audits and reviews. The OIG is a values-based organization that promotes a strong team environment where teamwork, leadership, communication, creativity, and conceptualization are encouraged and fostered.

MINIMUM QUALIFICATIONS

- Bachelor's Degree from an accredited college or university, or four years of related experience, or a combination of education and experience

DESIRABLE QUALIFICATIONS

- Professional certification by examination

EVALUATION FACTORS

- Knowledge of analytical and evaluative processes for conducting audits, evaluations, reviews, surveys, or other analytical processes
- Skill in analyzing various information/problems and presenting findings and recommendations
- Ability to communicate, both orally and in writing
- Ability to work in teams, whether as a team member or leader, to foster team communication and creativity

ADDITIONAL REQUIREMENTS

- Ability to pass a physical examination, drug screening, and background investigation
- May require up to 50 percent travel

BASIS OF RATING

Applicants will be evaluated on the skills they possess that are directly related to the duties of the position and/or the experience, education, and training that indicate the applicant's ability to acquire the particular knowledge and skills needed to perform the duties of the position.

TO BE CONSIDERED, APPLICANTS MUST SUBMIT

- An OF-612, SF-171, PS Form 2591, PS Form 991, or a resume
- Latest performance appraisal (within 15 months)
- A separate, written narrative that describes specific experience (tasks and accomplishments) for each Evaluation Factor (limited to one page per factor)

NOTE

- **OPEN TO ALL SOURCES IN THE LOCAL COMMUTING AREA ONLY**
- **U.S. CITIZENSHIP REQUIRED**
- **SEND YOUR APPLICATION TO THE ABOVE ADDRESS**
- **APPLICATIONS ARE BEING SOLICITED TO FILL CURRENT AND/OR FUTURE VACANCIES AND WILL BE REVIEWED EVERY 30 DAYS.**

Applicants must meet all eligibility requirements at the time of the application. **All letters and packages mailed must have a return address and include the vacancy announcement number on the envelope.**

REASONABLE ACCOMMODATIONS

This agency provides reasonable accommodations to applicants with disabilities. If you require accommodations for any part of the application and/or hiring process, please call (703) 248-2353. The decision on granting an accommodation request will be made on a case-by-case basis.

Job Line Number:
1-888-OIG-HIRO
1-888-644-4470
DC Relay Service:
202-855-1234 (TTY)
Or Visit our website:
www.usdsoig.gov

AN EQUAL OPPORTUNITY EMPLOYER

***OIG LOCATIONS BEING CONSIDERED ARE:** Arlington, VA; Atlanta, GA; Boston, MA (Woburn); Chicago, IL; Dallas, TX; Denver, CO (Lonetree); Minneapolis, MN (Eagan); New York, New York (Hoboken, NJ); Los Angeles, CA (Irvine); Pittsburgh, PA; Portland, OR; Raleigh, NC; San Francisco, CA (Redwood City); St. Louis, MO; and Tampa, FL.